

COMMON VDOT PREQUALIFICATION APPLICATION DEFICIENCIES

| PORTION OF APPLICATION | DESCRIPTION OF DEFICIENCY |
|---|---|
| FORM C38 (SAFETY INDEX RATING) | Need to submit completed C38 form (all 4 pages) |
| C38 (SAFETY INDEX RATING) | Need to complete & score all points & final total on C38 form correctly |
| FORM C38 (SAFETY INDEX RATING) | Need originally signed C38 form |
| FORM C38 (SAFETY INDEX RATING) | Need correct Firm name &/or address |
| FORM C38 (SAFETY INDEX RATING) | Need Part 2, Item 1 filled out in its entirety for past six years of in business & calculate points correctly |
| FORM C38 (SAFETY INDEX RATING) | Need Part 2, Item 2 filled out in its entirety for OSHA logs & US Industry indicated for the past 3 years in business & calculate points for Part 2, #2 correctly |
| FORM C38: DOCUMENT THE SAFETY POLICY & LAST TRAINING DATE | Need Part I, item 5: complete date of most recent training offered (M/D/Yr) |
| FORM C38: DOCUMENT THE SAFETY POLICY & LAST TRAINING DATE | Need Part I, item 5: synopsis of types of formal safety training |
| FORM C38: DOCUMENT THE SAFETY POLICY & LAST TRAINING DATE | In the future need only copy of cover sheet & table of contents of safety manual |
| FORM C38: SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES | Need originally signed EMR letter, copies are not acceptable |
| FORM C38: SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES | Need total of 6 EMR rating scores from the past consecutive years |
| FORM C38: SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES | If do not have a total of 6 years indicate why on C38, by Part II, #1 |
| FORM C38: SUBMIT ORIGINAL EMR LETTER WITH 6 SCORES | If have less than 10 employees indicate on C38, by Part II, #1 |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to submit OSHA 300 & 300A logs for the past 3 completed years |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to submit OSHA 300A logs for the past 3 complete years |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to submit OSHA 300 logs for the past 3 complete years |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to submit OSHA300A log for the last complete year |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to submit OSHA 300 log for the last complete year |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to submit OSHA 300A & 300 logs for 2006 |
| FORM C38: SUBMIT OSHA 300 & 300A LOGS | Need to complete Part 2, #2 Industry rating |
| FORM C38: OSHA/VOSH CITATIONS | OK, firm answered "no" on Part II, question 3 & 4 on form C38 |
| FORM C38: OSHA/VOSH CITATIONS | If answered "yes" to Part II, question 3 or 4 must submit copies of the citations |
| FORM C38: VDOT SUSPENSIONS | OK, firm answered "no" on all of Part II, question 5 on form C38 |
| FORM C38: VDOT SUSPENSIONS | If answer "yes" to any of Part II, question 5 must submit copies of the written suspensions |
| C32 & C32A: PAGE 9 IS SUPPORTED BY | Need to submit completed Annual Balance Sheet(page 9)in its entirety |
| C32 & C32A:PAGE 9 IS SUPPORTED BY | Need Annual Balance Sheet(page 9) to be no more than 12 months old |
| C32 & C32A:PAGE 9 IS SUPPORTED BY | Need Negative values to be placed in parenthesis [()] |
| C32 & C32A:PAGE 9 IS SUPPORTED BY | Need signature to be consistent with authorized signature on page 2 of C32 |
| C32 & C32A:PAGE 9 IS SUPPORTED BY | Need Notary to be non-vested interest person to firm (may not be an owner, authorized person, nor family member of owner or authorized person) |
| C32 & C32A:PAGE 9 IS SUPPORTED BY | Need all dollar figures indicated as currency (xxxx.xx) |
| SUBMIT FORM C42 (PRIME CONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need to submit completed C42 this includes company name, signature, date even if no information filled in |
| SUBMIT FORM C42 (PRIME CONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need "A" or "B" checked off |
| SUBMIT FORM C42 (PRIME CONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need Final Grand Total written on all pages |
| SUBMIT FORM C42 (PRIME CONTRACTS ON | Need all actual figures, ongoing is not acceptable. |

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| HAND) WITH DATA NO OLDER THAN 60 DAYS | |
| SUBMIT FORM C42A (SUBCONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need to submit completed C42 this includes company name, signature, date even if no information filled in |
| SUBMIT FORM C42A (SUBCONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need "A" or "B" checked off |
| SUBMIT FORM C42A (SUBCONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need Final Grand Total written on all pages |
| SUBMIT FORM C42 (PRIME CONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need Column 1 completed (Owner) |
| SUBMIT FORM C42A (SUBCONTRACTS ON HAND) WITH DATA NO OLDER THAN 60 DAYS | Need Column 1 completed (Owner) |
| OPTIONAL FORM C47 FOI EXEMPTION PROTECTS ONLY LIMITED & SPECIFIC INFORMATION | Optional, form C47 not received |
| OPTIONAL FORM C47 FOI EXEMPTION PROTECTS ONLY LIMITED & SPECIFIC INFORMATION | OK, Received form C47 from firm |
| OPTIONAL FORM C47 FOI EXEMPTION PROTECTS ONLY LIMITED & SPECIFIC INFORMATION | Need name of firm on C47 regardless if requesting protection or not |
| NON SCC REGISTERED FIRMS - SUBMIT A CERTIFICATE OF FICTITIOUS NAME | OK, Received official copy of certificate of fictitious name |
| NON SCC REGISTERED FIRMS - SUBMIT A CERTIFICATE OF FICTITIOUS NAME | Not received, need to submit completed official copy of certificate of fictitious name |
| C32 FORM | Page 1: Item#1 Need firm's email address &/or contact person to be listed on VDOT website |
| C32 FORM | Page 1:Item#1 Need firm's fax number |
| C32 FORM | Page 1:Item#1 Need firm's correct legal name |
| C32 FORM | Page 1:Item#2 Need full date firm was established (M/D/Yr) |
| C32 FORM | Page 1:Item#2 Need only one legal status checked for firm |
| C32 FORM | Page 1:Item#3 Need value of largest project the firm intends to bid to be a dollar figure, not a range |
| C32 FORM | Page 1:Item#4 Need value of total value of work the firm can perform at any one time to be a dollar figure, not a range |
| C32 FORM | Page 1:Item#5 Need to indicate if firm has ever filed bankruptcy |
| C32 FORM | Page 1:Item#6 Need to indicate if all owners are U.S. citizens |
| C32 FORM | Page 1:Item# 7 Need to submit with owner's full legal name spelled out, no initials, or if no middle name indicate "NMN" |
| C32 FORM | Page 1:Item# 7 Need State of where authorized person's Driver's License was issued |
| C32 FORM | Page 2: Need to submit with authorized person's full legal name spelled out, no initials or if no middle name indicate "NMN" |
| C32 FORM | Page 2: Need all authorized signatures |
| C32 FORM | Page 2: Need current active Driver's License of authorized person |
| C32 FORM | Page 2: Need authorized signature to match Driver's License |
| C32 FORM | Page 3: Need "A" or "B" completed |
| C32 FORM | Page 3: Need "A" completely filled out |
| C32 FORM | Page 3: Need Column 5, Affiliated firm's relationships to be indicated as Grandparent, Parent, Brother/Sister or Child |
| C32 FORM | Page 4: Need page 4 completed for every owner on page 1 & authorized person on page 2 |
| C32 FORM | Page 4: Need "yes" or "no" checked |
| C32 FORM | Page 5: Need to select only 10 work classes |

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| C32 FORM | Page 6: Need all columns on page 6 completely filled out and/or included in attachment |
| C32 FORM | Page 6: Need attached spread sheet to be similar to provided page 6 spread sheet |
| C32 FORM | Page 7: Need to only provide list of highway equipment to support work classes selected on page 5 |
| C32 FORM | Page 7: Need Serial or VIN number for all equipment listed or indicate "unknown" |
| C32 FORM | Page 7: Need age of equipment in number of years |
| C32 FORM | Page 8: Need to only provide list of highway equipment leased to support work classes selected on page 5 |
| C32 FORM | Page 8: Need Serial or VIN number for all equipment listed or indicate "unknown" |
| C32 FORM | Page 8: Need age of equipment in number of years |
| C32 FORM | Page 8: Need letter from rental company confirming access to leasing equipment in the future |
| C32 FORM | Page 8: Need to attach copies of lease(s) of highway equipment |
| C32 & C32A FORMS | Page 10: Need signed by authorized person on page 2 of C32 |
| C32 & C32A FORMS | Page 10: Need age of firm in years |
| C32 & C32A FORMS | Page 10: Need Firm's fiscal year ending with complete date (M/D/Yr) |
| C32 & C32A FORMS | Page 10: Need to indicate if DBE or Non-DBE |
| C32 & C32A FORMS | Page 11: At top of Affidavit need full legal name of authorized person filled out |
| C32 & C32A FORMS | Page 11: At top of Affidavit need Full legal name of firm filled out |
| C32 & C32A FORMS | Page 11: At bottom of Affidavit signature needs to be similar to authorized signature on page 2 of form C32 |
| C32 & C32A FORMS | Page 11: Need Notary to be non-vested interest person to firm (may not be an owner, authorized person, nor family member of owner or authorized person) |
| C32 FORM | Page 6: Need projects completed in the past 3 years, not ongoing projects |
| C32 FORM | Page 7 & 8: Need to provide list of highway equipment to support work classes selected on page 5 |
| C32 FORM | Page 6: Need column 3 to specify in detail to support page 5, work classes |
| C32 FORM | Page 3: Need name of firm in part "B" |
| C32 FORM | Page 1: Item# 7 Need Legal ID to identify name of owner of firm |
| C32 FORM | Page 2: Need all authorized people to submit legal ID with signature to transact business on behalf of the firm |
| C32 FORM | Page 6: Need projects completed in the past 3 years, not ongoing projects |
| C32A FORM | Front page of C32A needs to be checked off correctly |
| C32A FORM | Front page of C32A needs to check if address has changed or not |
| ALL FIRST & SECOND YEAR APPLICATIONS | Need firm's full legal name indicated in all areas to fill in the firm's name |